

## Contents of a Stormwater Pollution Prevention Plan

General Permit for Discharges from Marinas  
General NPDES Permit No. MDR000012  
Effective Date: December 21, 2001  
Expiration Date: December 20, 2006

Item (from Part V.C of permit)	Description	Information Source
1. Pollution Prevention Team	Identify people responsible for developing plan and assisting in the implementation, maintenance and revision of the plan.	Marina operator.
2. Description of Potential Pollution Sources	List areas that are potential sources of pollutants, e.g., wash down pad, fuel storage tanks.	Marina operator.
3. Site map	<p>Include:</p> <ul style="list-style-type: none"> <li>• Outline of drainage area for each stormwater outfall.</li> <li>• Structural measures to reduce pollutants in stormwater runoff, e.g., filter cloth barrier, vegetated buffer.</li> <li>• Surface water bodies.</li> <li>• Locations where significant materials are exposed to precipitation, e.g., fuel tanks.</li> <li>• Locations where major spills or leaks have occurred (if applicable).</li> <li>• Locations where any of the following activities are exposed to precipitation: fueling; engine maintenance and repair; vessel maintenance and repair; pressure washing; painting; sanding; blasting; welding; metal fabrication; loading/unloading areas; locations for treatment, storage or disposal of wastes; liquid storage areas (e.g., paint, solvents); and material storage areas (e.g., blasting media).</li> </ul>	<p>Either produce or obtain a good base map and add the required information. A hand drawn map is acceptable. If you prefer a more precise map, look to the following sources.</p> <p>Property maps may be obtained from:</p> <ul style="list-style-type: none"> <li>• Local assessment, planning and/or zoning offices.</li> <li>• Maryland Office of Assessment and Taxation, Real Property Index: <a href="http://www.dat.state.md.us">www.dat.state.md.us</a> Click on "data search" and follow instructions. Public access terminals are located in local assessment offices.</li> <li>• Maryland Office of Planning: <a href="http://www.op.state.md.us">www.op.state.md.us</a> Click on "MdMaps." This site provides links to publicly available data.</li> </ul> <p>Topographic maps show drainage. They may be obtained from:</p> <ul style="list-style-type: none"> <li>• U.S. Geologic Survey: <a href="http://www.mapping.usgs.gov">www.mapping.usgs.gov</a> Under General Information, click on "How to find and order USGS topographic maps." Or, call 1-888-ASK-USGS.</li> <li>• MERLIN: <a href="http://www.mdmerlin.net">www.mdmerlin.net</a> Click on "Make a Map" and follow instructions. Be sure to select the hydrology layer from the Layer Control list.</li> </ul>

Item (from Part V.C of permit)	Description	Information Source
4. Inventory of Exposed Materials	<p>List of materials on site that may potentially be exposed to precipitation. Also, list materials kept on site over the previous 3 years. Include:</p> <ul style="list-style-type: none"> <li>• Method and location of on site storage &amp; disposal</li> <li>• Measures employed to minimize contact between materials and stormwater</li> <li>• Description of any treatment the stormwater receives</li> </ul>	<p>Marina operator.</p> <ul style="list-style-type: none"> <li>• See list of common pollutants on pp. 59-62 of <i>Maryland Clean Marina Guidebook</i>.</li> </ul>
5. Spills and Leaks	List of significant spills and leaks of toxic or hazardous pollutants that have occurred since three years prior to the date of coverage under the permit.	Marina operator.
6. Sampling Data	<b>Not required.</b> If data is available, however, include a summary of existing discharge sampling data describing pollutants in stormwater discharges.	Marina operator (if you chose to include this information).
7. Risk Identification and Summary of Potential Pollutant Sources	<p>Identify pollutants of concern associated with the following activities, as applicable:</p> <ul style="list-style-type: none"> <li>• Loading and unloading operations</li> <li>• Outdoor storage activities</li> <li>• Outdoor manufacturing or processing, e.g., welding</li> <li>• Abrasive blasting, sanding, and painting</li> <li>• On site waste disposal practices</li> </ul>	Marina operator.
8.a Measures and Controls	<p>Describe measures to control pollutants. In particular, address:</p> <ul style="list-style-type: none"> <li>• Good housekeeping</li> <li>• Washing areas</li> <li>• Blasting and painting areas</li> <li>• Material storage areas, e.g., fuels, paints, solvents, waste oil, antifreeze, batteries, blasting media</li> <li>• Engine maintenance and repair areas</li> <li>• Material handling areas, e.g., fueling, paint and solvent mixing</li> <li>• General yard area</li> </ul> <p>For each item, identify what you are presently doing and what you plan to do in the future (include anticipated implementation dates). See pages 11-13 of the permit for examples of pollution control measures. Also reference <i>Maryland Clean Marina Guidebook</i>.</p>	<p>Marina operator.</p> <ul style="list-style-type: none"> <li>• Instead of typing descriptions of your pollution control measures, you could list the pages in the <i>Clean Marina Guidebook</i> which describe the measures you practice.</li> <li>• If you have a Spill Prevention, Control and Countermeasure Plan, include it by reference in this section of your SWPPP.</li> </ul>
8.b Preventive Maintenance	Describe maintenance program to ensure that stormwater management devices are working properly, e.g., clean sediment traps and oil/water separators.	Marina operator.
8.c Spill Prevention and Response Procedures	Specify procedures for cleaning up spills. Ensure that necessary clean up equipment is available.	<p>Marina operator.</p> <ul style="list-style-type: none"> <li>• If you have a Spill Prevention, Control and Countermeasure Plan, include it by reference in this section of your SWPPP.</li> </ul>

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8.d Inspections	<p>Identify staff member to inspect the following areas monthly:</p> <ul style="list-style-type: none"> <li>• Pressure washing area</li> <li>• Blasting, sanding, and painting areas</li> <li>• Material storage areas</li> <li>• Engine maintenance and repair areas</li> <li>• Material handling areas</li> <li>• General yard area</li> </ul> <p>Ensure that appropriate actions are taken in response to inspections. Maintain inspection records.</p>	Marina operator.
9. Employee Training	<p>Inform employees of the components and goals of the SWPPP. At a minimum, training must address:</p> <ul style="list-style-type: none"> <li>• Used oil management</li> <li>• Spent solvent management</li> <li>• Disposal of spent abrasives</li> <li>• Disposal of vessel wastewater</li> <li>• Spill prevention and control</li> <li>• Fueling procedures</li> <li>• General good housekeeping practices</li> <li>• Painting and blasting procedures</li> <li>• Used battery management</li> </ul> <p>Training must be held at least twice per year. Also, inform independent contractors and customers about pollution prevention measures, <i>e.g.</i>, through signs or contracts.</p>	<p>Marina operator.</p> <ul style="list-style-type: none"> <li>• See "Training Guide: Marina Pollution Prevention Policies" prepared by Clean Marina Initiative.</li> </ul>
10. Recordkeeping and Internal Reporting Procedures	Keep records of inspection and maintenance activities. Also, describe any spills or discharges.	Marina operator.
11. Non-stormwater Discharges	<p><b>Generally not applicable to marinas.</b> If you have waste water discharges from sources other than those related to vessel maintenance or stormwater runoff, the discharge must be tested. The certification must include:</p> <ul style="list-style-type: none"> <li>• identification of potential significant sources of non-stormwater on site</li> <li>• results of test/evaluation for the presence of non-stormwater discharges</li> <li>• evaluation criteria used</li> <li>• date of testing</li> <li>• on site drainage points that were directly observed during testing</li> </ul>	If testing is necessary, contact an environmental consultant.

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12. Sediment and Erosion Control	<p>Only necessary if there is on-going sedimentation due to activities such as construction or landscaping or the presence of unpaved roads or lots. If applicable:</p> <ul style="list-style-type: none"> <li>Identify areas which have high potential for significant soil erosion and describe structural, vegetative and/or stabilization measures used to limit erosion.</li> <li>Describe reasonable and appropriate measures to reduce pollutants from stormwater discharges (same as Measures and Controls above).</li> </ul>	Marina operator if applicable.
13. Comprehensive Site Compliance Evaluation	<p>Keep records of an annual site inspection. Verify that the description of potential pollutant sources is accurate, the drainage map reflects current conditions, and the pollution control measures are being implemented and are adequate.</p>	Marina operator.
14. Consistency with Other Plans	<p>Ensure that elements of the SWPPP are consistent with any other required plan such as a Spill Prevention, Control and Countermeasure Plan (SPCC).</p>	Marina operator.
15. Special Requirements for Stormwater Discharges Associated with Industrial Activity to Municipal Separate Storm Sewer Systems Serving a Population of 100,000 or more.	<p><b>Generally not applicable to marinas.</b>  Required only if your stormwater feeds into a sewer system which carries the water to a wastewater treatment plant (the runoff from most marinas goes directly into adjacent waterways). If you do discharge to a sewer system, you must be in compliance with requirements of State/NPDES permits issued to the wastewater treatment plant.</p>	Marina operator if applicable.
16. Salt	<p><b>Generally not applicable to marinas.</b>  Storage piles of salt used for deicing or other purposes must be enclosed or covered.</p>	Marina operator if applicable.
Signature(s)	<ul style="list-style-type: none"> <li>Corporate officer for a corporation</li> <li>General partner for a partnership</li> <li>Proprietor for a sole proprietorship</li> <li>Principal executive officer or ranking elected official if municipal, state, federal or other public agency</li> </ul>	